



Job Specification Design & Technology Technician

Attribute	Essential	Desirable	How identified
Qualifications, Training and experience	<ul style="list-style-type: none"> ▪ GCSE grade C/4 or Higher in English ▪ GCSE grade C/4 or Higher in Mathematics. ▪ Evidence of continuing professional development ▪ Ability to work under pressure, meeting strict deadlines 	<ul style="list-style-type: none"> ▪ Willingness to undertake appropriate first aid training ▪ Experience of working as a Technician ▪ Experience of working within an Education environment. ▪ Working knowledge of Health and Safety, Hygiene and CLEAPPS regulations 	A, I
Skills and Knowledge	<ul style="list-style-type: none"> ▪ An understanding of and commitment to the principles of safeguarding and promoting the welfare of children and young people ▪ Ability to develop and maintain record keeping/management information systems, providing accurate records and reports to leaders as required. ▪ Ability to reconcile priorities, work to tight deadlines and problem solve. ▪ Ability to produce spreadsheets and interrogate a management information system ▪ Experience with Health and Safety Regulations in the workshop ▪ Confident of working with hand held tools, portable tools and machines. ▪ Ability to manage materials and organise the preparation area in the department. ▪ Ability to source and order equipment to budgets within timeframes. ▪ Ability to prepare and organise materials for teachers and students to make projects. ▪ Support teaching staff and students during lessons in accordance with Schemes of Work. ▪ Supervise the use of tools and machinery within the classroom environment. ▪ Clean and tidy up machines, equipment and class rooms. 	<ul style="list-style-type: none"> ▪ Able to work with a variety of materials including smart and modern technologies. ▪ Able to use 3D CAD / CAM software. Familiar with laser cutting and 3D printers 	A,I,R

	<ul style="list-style-type: none"> ▪ Work and adhere to CLEAPSS and BS 4163:2014 standards demonstrating best practice. ▪ Have experience of working with machines and of using different hand tools and techniques. 		
Team working	<ul style="list-style-type: none"> ▪ Demonstrates a non-judgemental approach to the values, views and needs of others. ▪ Sees other people's point of view, encourages, and respects views that are different from own. 		A,I,R
Professional Values and Practice	<ul style="list-style-type: none"> ▪ Ability to build and maintain successful working relationships with people both internal and external to the School. ▪ Treating people consistently with respect and consideration. ▪ Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice. ▪ Willing to maintain own personal development in line with changes in legislation applicable to the role. ▪ Understands how own job contributes to the School's activities. 		A,I,R A,I
Adaptability	<ul style="list-style-type: none"> ▪ Understands the need for, and the effects of change and is able to adjust style and way of working considering the impact on others. ▪ Learns from experience 		A,I,R
General Skills and Attributes	<ul style="list-style-type: none"> ▪ Excellent organisational skills ▪ Excellent ICT Skills ▪ Excellent communication skills both oral and written ▪ Ability to work under pressure ▪ Ability to prioritise tasks ▪ Ability to be flexible and adaptable when the need arises. 		A,I,R